

## **Migration instructions for REVISED FY 2006 State Homeland Security Application**

First and foremost, it is important to understand that any time you migrate data from one form to another, there is an increased probability for error. The best way to prevent not only error, but frustration is to understand this is not something you can do at the last minute. It is also something that may take a bit of patience.

It is also prudent to make multiple back up copies of both your original data and the new template. Back up files can mean the difference between sanity and tears.

You'll find the revised FY2006 grant application spreadsheet has a few new features. Primarily, there is a text wrap function for the "Expenditure" and "Specific Jurisdiction" columns. While you still can't write a novel, you can include several lines of text that help you better describe your proposed expenditures.

Also, you'll find that rather than using on multiple spreadsheets, each budget worksheet (both summary and itemized are now on a single worksheet and so identified by the tab. This keeps everything neatly organized and will now allow you to print your document with a single print command. You will also find that the size of the spreadsheet file has been significantly reduced. Now when sending your worksheets to the printer, you get far less sheets than before.

The print commands have also been formatted to print in a tidy landscape format making your documents easy to read. If you wish to limit the number of pages printing simply indicate that in the print command box that appears when you hit the print command.

### **Some helpful hints.**

If possible, try to open two windows at the same time. One window will have your original spreadsheet in it (the source) and the other window will have the new revised spread sheet in it—the target to which you want to move the information.

Remember, you want to COPY and PASTE, not CUT and paste. By copying the material you wish to move, you preserve the original data as you move it.

Because the new sheet has protected cells, meaning these cells have a special embedded code that prevent users from inadvertently deleting or altering a function, you will need to only copy material up to the (Cost>\$5000) column. If you try to copy this information as well, you will find the new spreadsheet will not let you paste the information in it. This is because you are trying to paste an old formula over a new formula.

*Figure 1: When selecting material to copy from your old spreadsheet to the new one, select the data contained in the highlighted columns. HOWEVER, do not select the header. You will need to migrate your data five and six lines at time, and one page at a time. Select only the cells that are highlighted in green. This applies to both the summary and the itemized worksheets—copy up to (but not) including the (Cost> \$5000) column.*

Budget Summary										:	\$0
All Applications must contain a <b>Budget Summary</b> which lists all Expenditures associated with the Application. To indicate that a particular Expenditure will contain more than one item, write "n" next to the Priority number. For example, if "W Microwave Site" is your first Priority, it would appear in the Budget Summary as "1n" along with the total cost. Then in the <b>Itemized Budget</b> , break out the various items associated with the "W Microwave Site" (e.g. microwave dish, cable, brackets, etc.) and their separate costs for each item. All costs and totals should be rounded to the nearest dollar.											
Please refer to items when completing this page											
DO NOT select and/or highlight all fields that contain data. Select "File" from the top menu bar. Select "Print Area". Select "Set Print Area". This will print without producing excess pages.											
Priority	Specific Justification	Project	Category	Expenditure	Sub-Category	Expenditure	Quantity	Cost Each	Cost Multiplier	Total	

Remember to **SAVE YOUR WORK** often.

Also, only those regions that have already completed significant amounts of work on their application, should consider migrating data. If you have not started your data entry process, or have not done a lot of work yet, simply start new with the new spreadsheet.

Also, remember if you need assistance in the migration of your data, please don't hesitate to call.